



Lake Tahoe Nevada State Park

POSITION ANNOUNCEMENT for both paid and volunteer positions

Sales Representative I / III - Starting Salary – \$9.00 / \$11.00 per Hr.

The park is currently recruiting for Sales Representative positions at the Tahoe Nevada Visitor Center at **Sand Harbor**. These positions will be responsible for operating a small gift shop within the interpretive facility as well as maintaining a daily presence in order to greet the public and answer park related questions. These positions may be required to provide assistance with visitor center related interpretive programs. Duties may also include light custodial responsibilities in the visitor center, as well as the training and general supervision of other sales personnel and volunteers as assigned.

General Gift Shop Responsibilities:

- Maintain inventory records and quarterly reports.
- Product ordering based on approved items and vendors.
- Product receiving and product stock management.
- Maintain art show sales / commission records and accounting.
- Manage and maintain daily, weekly and month-end deposits.
- Oversee all front counter operations and general upkeep.
- Maintain adequate staffing for front counter.
- Generate month end statistical reports.

MINIMUM QUALIFICATIONS

* Candidates must possess and maintain a valid Nevada Class C driver's license*
Desired EDUCATION AND EXPERIENCE: Graduation from high school or the equivalent education and 6 months of retail/sales experience.

SPECIAL NOTE: The paid positions will work on a seasonal basis, 6 months annually, approximately May through October. Funding and benefits are provided by the NEVADA STATE PARKS COOPERATIVE ASSOCIATION.

VOLUNTEERS ARE WELCOME Year-round
“Friends of Sand Harbor”

Interested parties should contact:
Lake Tahoe Nevada State Park -
(775) 831-0494 x 222 (Dale) or x 221 (Dawn), or email
tahoe@parks.nv.gov